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P ADP-9

11 DEC 1970

MEMORANDUM FOR: Chief, Logistics Services Division, OL  
 Chief, Printing Services Division, OL  
 Chief, Procurement Division, OL  
 Chief, Real Estate and Construction Division, OL  
 Chief, Supply Division, OL

SUBJECT : Reporting of ADP Management Information

REFERENCE : Logistics Instruction (LI) 70-13 dated 14 January 1969

1. The referenced instruction prescribes the requirements and formats for semiannual reporting of ADP management information. The report requested at this time should be prepared in response to Sections I and II of the format shown in Attachment B of the reference. Section III of that format need not be completed until the end of the fiscal year. A negative report is required under any subject that is not applicable to the reporting element or for which no data are available.

2. In addition to the report requested in the paragraph above, each addressee is requested to review his ADP equipment inventory and attach a separate report of any changes which might not have been reported previously in accordance with paragraphs 2d, 2e, and 2f of the referenced instruction.

3. While LI 70-13 states that the due date for the current report is 10 January, we must meet an earlier requirement of the Office of Management and Budget and request that your reports be submitted no later than 7 December 1970. Reports and questions should be directed to [REDACTED] Chief, Field Support Branch, Supply Division. His room number is 1136 Ames Building, and his telephone extension [REDACTED]

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[REDACTED]  
 Director of Logistics

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